



CITY OF HAYWARD LIBRARY COMMISSION
Hayward Public Library
Administrative Office
835 C Street, Hayward

A G E N D A

Monday
January 24, 2005 - 7 PM
Library Commission Meeting

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of December 20, 2004*
5. *Public Comment*

The Library Commission welcomes public input. The first part of Library Commission Meetings is devoted to hearing comments from the public regarding general Commission business. Public Comment on specific agenda items may also be offered during the public input period. However, because of the Brown Act, the Commission cannot discuss or vote on any item raised by the public or any of its own members unless the item appears on the posted agenda. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.)
6. *Friends of the Hayward Public Library Report*

This time is provided for the Library Commission Liaison of the Board of the Friends to report on the activities of that group.
7. *New Business*
 - a. **Library Director Recruitment.** The City Manager has been invited to speak to the Library Commission on the plans and anticipated timeline for the Library Director recruitment.
 - b. **Mid Year Budget Hearing.** The Commission will discuss plans to attend the Mid Year Budget Hearing and develop a message to share with the City Council.

8. *Library Director's Report*

Report on the status of library activities and statistics including the areas of Administrative Services, Adult Services, Youth Services, Library Operations and the Literacy Program.

9. *Library Commission Report*

This time is provided for Commissioners to share information on Library activities in which they have been engaged or in which they will participate.

10. *City Council Liaison Report*

This time is provided for the City Council Liaison to share information on City matters that are of pertinence to the Library Commission.

11. *Agenda Building*

This time is provided for Commissioners to request items to be listed specifically on the Library Commission Agenda for coming months.

12. *Meeting Evaluation*

This time is provided for Commission feedback regarding the meeting - noting procedures that were productive, identifying methods that could be adopted to improve effectiveness.

13. *Adjournment*



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Doug Moon at 510/881-7954 or by calling the TDD line for those with speech and hearing disabilities at 510/293-1590.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
December 20, 2004 - 7 PM

John Pappas Legacy Room
Weekes Branch Library
27300 Patrick Avenue, Hayward

1. **Call to Order**

The meeting of the Hayward Library Commission was called to order by Commission Chair Linda Bennett at 7:01 PM.

2. **Pledge of Allegiance**

Commissioners recited the Pledge of Allegiance.

3. Attendance	Present This Meeting	Present To Date	Absent to Date This F/Y
Linda Bennett	X	4	0
Lisa Brunner	X	4	0
William Burnside	X	3	1
Jessica Fields	X	3	1
Elsa Glines	X	4	0
Judy Harrison	X	2	0
Helen Wu	X	4	0

Staff: Doug Moon, Acting Library Director
Linda Atwater, Administrative Secretary
Melesha Johnny, Weekes Branch Library Manager

4. **Minutes of the Meeting of November 15, 2004**

Board Action: It was moved and seconded (Glines/Burnside) to approve the minutes of the meeting of November 15, 2004 as submitted. Motion unanimously carried.

5. **Public Comment.** Acting Library Director, Doug Moon, introduced Melesha Johnny, Weekes Branch Library Manager, to the Commission.

6. **Friends of the Library Report.** Commissioner Harrison provided the Friends of the Library Report. The Friends received more than \$11,000 in donations from the retirement party hosted by Carl and Marilyn Baker-Madsen. The Friends of the Library have approximately \$20,000 remaining in the Project Legacy account and \$103,000 in the regular account. It was reported that CALIFA has made arrangements for member libraries to utilize the services of a company called B-Logistics. This company, with a distribution center located in Colorado, receives books from libraries and sells them via the Internet, retaining a percentage of the sales amount. The Friends have invited a representative from CALIFA to attend their next Board meeting to discuss the service. The Peninsula Library System is making extensive use of B-Logistics, and some libraries send all of their materials to the vendor, and no longer are doing book

sales. The Friends have expressed interest in finding options for the materials that remain following their book sales.

7. New Business

Weekes Branch Library Tour. Melesha Johnny, Weekes Branch Library Manager, provided a tour of the building and the performance patio for the Commission.

- 8. Library Director's Report.** The Acting Library Director highlighted several of the reports as contained in the Monthly Activity Report. The biggest event for the month was the retirement party for the Library Director, and by all accounts it was a wonderful evening. With the retirement of the Library Director, a number of acting assignments were recommended to the City Manager. He has approved the acting assignments, and an updated Table of Organization was included in the Library Commission Agenda packet. Library Operations Manager Doug Moon is serving as Acting Library Director. Lead Library Assistant at Weekes Branch Library, Judy Sander, is serving as Acting Library Operations Manager. Lead Library Assistant in Youth Services, Jill Maughan, is serving as Lead Library Assistant at Weekes Branch Library. Senior Library Assistant/Page Supervisor, Lisa Aguirre, is serving as Acting Lead Library Assistant in Youth Services. Library Assistant, Toni Macaluso, is serving as Acting Senior Library Assistant/Page Supervisor. Bennett Jacobstein, Adult Services Manager and Laurie Willis, Systems Manager, have switched assignments. Staff members are settling in to their new assignments.

On behalf of the Library Commission, the Acting Library Director extended an invitation to the City Manager to attend an upcoming meeting to discuss the recruitment for Library Director. The City Manager has a standing meeting on the same day and time as the Library Commission meeting. However, he will plan to attend the January meeting at 8:15 PM.

The Library Commission Agenda packets included a revised Library Commission Planning Calendar and the Acting Library Director discussed the changes that have been posted to the document.

The Acting Library Director distributed copies of an article contained in the December 14, 2004 edition of the *San Francisco Chronicle* titled "Bay Area Libraries are branching out in the 21st century, services are no longer strictly book-related."

The City has distributed Budget Bulletin #1 to Departments. The mid-year submittals will be submitted in January 2005. Staff members are working on the calculations of revenues to date. In January, the City Manager may provide Department Heads with possible targets for the FY 2005-2006 budget cycle.

In response to a question regarding funding from the State, the Acting Library Director noted that the Library has been fairly successful in this area. Funding for the Literacy Program has been received. While the Public Library Fund (FLF) money has not yet come in, the Library anticipates receiving almost what was expected. The new Global Language Grant was funded and staff members Bennett Jacobstein, Laurie Willis and Cynthia Breeden are registered to attend a workshop in January to apply for two other state grants. One grant will be for Literacy and one for the linking project with

schools in the Hayward Unified School District. The Library is also submitting two applications for other grants from the tobacco money settlement (Every Child Counts Grant). If successful, these grants will provide funds for materials for the children's room and help fund the Literacy Plus Families for Literacy program.

9. **Library Commission Report.** Commission Chair Bennett reported on a recent visit to the St. Helena Library and the Robert Louis Stevenson Museum.
10. **City Council Liaison Report.** Council Member Quirk provided a report on the recent City Council Budget Committee meeting. The Committee reviewed how the budget ended last year. More or less, income and expenses came in as expected. However, the year end surplus was somewhat larger than projected, as some of the reserves held by various departments were not used, or items cost less than was expected. As City Departments begin to prepare budgets for the next fiscal year, much will depend upon whether or not revenues are up. The City should know more by the end of January. Council Member Quirk did note that the City's PERS rates are up by 7%. Commissioner Brunner asked if the revenue figures are contained in a report that is available to the public. The Commission was advised that the report of the Budget Committee is a public report, therefore, once it is completed, it will be available for public review. It was noted that it has not yet been determined how much money the City will receive from the State in backfill.
11. **Agenda Building.** The Commission recapped the items scheduled for future Library Commission agendas. In January, the City Manager will speak to the Commission on the plans for the Library Director recruitment. The Library Commission will discuss plans to attend the Mid Year Budget Hearing and develop a message to share with the City Council. In February, in addition to their regular meeting, the Library Commission will plan to attend the City Council's Mid Year Budget Hearing, which is held on a Saturday. Also in February, an update will be provided on the plans to have Group IV Architects at the March Meeting. In March, Group IV Architects will be invited to offer a presentation on the development of a Master Facilities Plan. On a Saturday in April, the Commission plans to tour the Santa Clara Public Library.
12. **Meeting Evaluation.** Commissioners offered favorable comments and appreciated having the tour of the Weekes Branch Library.
13. **Adjournment.** The meeting was adjourned at 8:07 PM.